

MEMORANDUM FOR DISTRIBUTION

Subj: AWARD PROGRAM FOR OUTSTANDING DEPARTMENT OF THE NAVY  
EMPLOYEES WITH DISABILITIES

Encl: (1) Nomination Instructions

The Department of the Navy (DON) is inviting nominations for the annual Outstanding DON Employees with Disabilities Award. This award program provides commands and activities with the opportunity to acknowledge and reward their most dedicated employees with disabilities who have overcome obstacles in order to serve their country.

Enclosure (1) explains the nomination process. Activities should submit nominations via the chain-of-command. Addressees should send their nominations to the Department of the Navy, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity); Diversity and Quality of Work Life Division, Code DP4, (Attn: Henry Ford), Nebraska Avenue Complex, 321 Somers Court, NW, Suite 40101, Washington, DC 20393-5441. Please send three copies of each nomination by 6 July 2001 to ensure consideration through the selection process.

Your support in widely publicizing this program throughout your command is appreciated. If you have any questions, please contact Mr. Henry Ford on DSN 764-0764 or (202) 764-0764.

DAVID W. NEERMAN  
Director, Plans, Programs,  
and Diversity  
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**OUTSTANDING DEPARTMENT OF THE NAVY  
EMPLOYEE WITH DISABILITIES AWARD  
NOMINATION INSTRUCTIONS**

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**BACKGROUND:**

The purpose of this award program is to recognize and publicize the contributions and achievements made by physically and mentally disabled Department of the Navy (DON) employees. The program also reminds managers and supervisors that persons with disabilities are a valuable part of DON work force.

**CRITERIA:**

In order to be considered, nominees must:

- a. Demonstrate performance that clearly exceeds the job requirements in spite of severely limiting Physical and/or mental factors.
- b. Exhibit courage and initiative in overcoming disabilities.
- c. Must be a Federal employee as defined in 5 U.S.C. 2105.

**NOMINATION:**

Activities and field offices should forward nominations via the chain-of-command. Commands are to review nominations, considering both the criteria listed above and other factors such as the nominee's assistance and encouragement to other disabled persons, and participation in outside activities. Select the best of the nominees to send forward for consideration. There is no limit on the nominations that may be submitted by commands.

Commands should forward an original and three copies of each nomination package to the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity), Diversity and Quality of Work Life Division (Attn: Henry Ford) Nebraska Avenue Complex, 321 Somers Court, NW, Suite 40101, Washington, DC 20393-5441. Nominations must be received by 6 July 2001 in order to allow sufficient time for review by the Department of the Navy Review Panel (DARP) and allow sufficient time for planning the October ceremonies sponsored by both DON and the Department of Defense (DoD).

Commands are encouraged to develop their own awards programs to honor outstanding performance and achievements made by their disabled employees. These awards programs should not be used as the sole mechanism for recognizing disabled employees. Commands may wish to develop certificates or some other appropriate form

of recognition to present to those nominees whose names are not forwarded to the DARP.

The following information should be provided in each nomination package:

a. A narrative justification covering job performance and examples of courage and initiative demonstrated which served as an inspiration to others.

b. Identification details (preferable in the following format to assist the screening committees in the review of the nominations) are as follows:

- Date of Birth
- Position title, series, and grade
- Organizational unit, division, or section
- City and state where employed
- Total years of Federal Service
- Length of service with current employing office and in present position
- Work experience other than Federal employment
- Educational background
- Description of disability(ies), if not fully covered in the narrative
- Activity recognition, if not fully covered in the narrative
- Community service, if not fully covered in the narrative
- Community recognition (professional associations, community organizations, etc.), including office held within the organization, if not fully covered in the narrative
- Other biographical data, e.g., family, hobbies, military service, place of birth, travel, or locations of residence
- Any other information which may be relevant and helpful to the DARP when making their selection

c. Photographs of the nominee at work, only three original 8 x 10" photographs, either black and white or color need to be submitted.

d. A release, signed by the nominee, which authorizes use of the photograph(s) and the information in the nomination package. These items maybe used for program

**SELECTION:**

The panel members will review the nominations and make the final selection of the Outstanding DON Employees with Disabilities. Only one nominee can be selected each year, so command programs should emphasize the fact that being nominated for this award is, in itself, an honor and an indication of the nominating office's esteem and appreciation of the disabled employee and his or her contributions.

**CEREMONIES:**

The outstanding DoD employee with disabilities will be honored at a ceremony in Washington, DC, during National Disability Employment Awareness Month, October 2001. The DON award(s) will be presented by the Secretary of the Navy at a Pentagon ceremony. DoD will honor each military department and agency selectee(s) at another ceremony in the Pentagon Auditorium on the same day. Travel cost and per diem for awardee will be paid by the employing activity and/or the cognizant major command.